



United States Environmental Protection Agency
Washington, DC 20460

Request for and Authorization of Overtime Work

(see bottom of WP document for Privacy Act Statement)

1. For Pay Period Ending

2/8/2014

2. Account Number

3. Document Control Number

4. Estimated Cost

5. Check One



Original Request



Extension

Authority for approving payment for overtime, or the allowance of compensatory time in lieu of payment for overtime, is reserved only to those officials stated in Agency delegations.

Overtime must be authorized prior to its performance except in cases of emergency, and overtime actually worked under this authorization must be recorded on the employee's Time and Attendance (T&A) Card, EPA Form 2565-1, -2, or -3.

6. Justification or Reason

Travel to Charleston West Virginia for continuing Emergency Response and Removal Assessment work at the WV Chemical Leak at Freedom Industries along the Elk River. Travel in GSA assigned vehicle.

7. Employee's Name

8. Social Security Number

9. Grade
or Rate

10. Authorized Overtime

Estimated
No. of
Hours

Comp
Time

Dates

Dennis Matlock

GS-13

32

1/26/2014
to
2/2/2014

Fran Burns

Chief, Western Response Branch

Date

11. Requested by

David Wright

Title

Director, OPR

Date

12. Approved by

Kathy Hodgkiss

Title

Acting Director, HSCD

Date

EPA Form 2560-7 (Rev. 5-86) Previous editions are obsolete.